



Fair Processing Notice

It is recognised by the Environmental Leadership Ltd that issues of confidentiality concerning data are of great concern to people. These concerns are understandable and this FPN has been put together to explain the way we will collect, use and share your data in accordance with the Data Protection Act 1998 and also the General Data Protection Regulation (GDPR).

1.What we need

Environmental Leadership Ltd (ELL) delivers qualifications, training and consultancy services. In order to be able to do this efficiently and in effectively, we will need certain data from you. We will therefore be known as the 'Controller' of the personal data you provide to us. ELLs company registration number is 04432396 and its registered address is: 440 St Helens Road, Bolton, BL3 3RS.

Information held by the ELL is maintained in accordance with the Data Protection Act 1998 under registration number Z7479795, monitored by the Information Commissioner's Office.

2.Why we need it

We need to obtain and retain information on your qualification progress and achievement. Because of the need for us to be able to confirm your identity in an unequivocal manner and to be able to confirm this various accreditation organisations (e.g. WAMITAB, EU Skills and IOSH), we do require some sensitive personal data from you. This information is set out as being ESSENTIAL on the Registration forms you will complete when signing up to complete a qualification. In particular, the information may include your name, data of birth, photographic ID and work place location. Other information requested from you is VOLUNTARY, but makes the qualification process simpler and more streamlined. However, you do not have to provide these details if you would prefer not to.

3.What we do with it

All the personal data we hold about you will be processed by our staff in the United Kingdom. It will be held indefinitely on a legitimate interest basis (see below). It will also be used by/shared with the following people:-

Name	Who are they?	What do they need the data for?
ELL	A WAMITAB approved Assessment Centre.	The information enables us to process your qualification with WAMITAB; allocate you to an appropriate Assessor and IQA to progress you through to certification. As part of this we need to ensure that you are the correct person, completing the correct qualification at a specified location.
WAMITAB	They are the waste industry Awarding Organisation and oversee the qualification you will be completing. Their functions (and ours) are regulated by Ofqual.	The information enables them to satisfy various statutory obligations and also to be able to certificate your achievements. They will have access to all the data provided by you.



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Assessors and Internal Quality Assurers (IQAs)	<p>These may be employed by ELL, or may be peripatetic and contracted in for specific works.</p> <p>They are all registered with WAMITAB and their work is sampled periodically by EQAs.</p>	<p>The information enables the assessor to be able to check your identity at registration; confirm the qualification you are completing and match this to your operational site.</p> <p>They will have access to your photographic ID, Name, Site Address and Company name. They will also be provided with any voluntary information you may have provided, such as declaring a special educational requirement. This will make their working relationship with you more effective and efficient.</p>
External Quality Assurers (EQA)	<p>They are contracted by WAMITAB to carry out quality assurance checks of Centres and individuals involved in the qualification process.</p>	<p>The information enables the EQA to be able to check your identity; confirm the qualification you are completing and match this to records claimed by the Centre.</p> <p>They will have access to your photographic ID, Name, Site Address and Company name. They will also be provided with any voluntary information you may have provided, such as declaring a special educational requirement. This will make their QA function more effective and efficient.</p>
Energy & Utility Skills Ltd	<p>Provides a wide range of services, to include the development, management and accreditation of the SHEA (Waste) course.</p>	<p>The information enables us to process your registration for the SHEA course with EU Skills.</p> <p>As part of this we need to ensure that you are the correct person, with information needing to be provided to EU Skills, who issue the photo card upon SHEA completion.</p>
IOSH	<p>The biggest professional H&S membership organisation in the world. They provide a range of services, to include the development, management and accreditation of various safety courses.</p>	<p>The information enables us to process your registration for the relevant safety course with IOSH.</p> <p>As part of this we need to ensure that you are the correct person, with information needing to be provided to IOSH, who issue the certificate upon completion.</p>

In addition to the above, your personal data may need to be provided to other third parties where there is a legal obligation for us to do so.



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Please be aware that your information may be stored on a cloud-based system. Currently this service is provided by Dropbox, which is based in the USA. The Dropbox website provides details of the security of data they host, with security and privacy standards based on ISO27001/2, ISO27018/17 and SOC2.

We take all reasonable steps to ensure that your personal data is processed securely, with restricted access, log in arrangements and encryption, as appropriate. More information on this can be provided upon written request.

4. How long we keep it

We will generally keep your personal data for a minimum period of 3 years from the completion of your qualification, or course. After this time it will be retained for the *legitimate interest basis* of providing a record of your historic progress and achievement. Where this applies, the information will not be used for any marketing or contact purposes without your consent. The data will be destroyed where it is no longer required for the legitimate purpose(s) for which it was obtained and also upon your direct written instruction.

If you consent, we may keep your data for periods beyond the initial 3 years in order to be able to notify you of issues relating to your qualification, particularly in relation to your Continuing Competence and renewal responsibilities in relation to other qualifications you have completed through us.

5. What we would also like to do with it

We would like to send you information about our own products and services, by post, telephone, email and SMS as may be appropriate. You may withdraw this consent at any time by writing to the Company Registered Address.

Please cut here if you wish to retain a copy of the above notice

Confirmation:

- a) I can confirm that I am happy for personal information provided by me to be held by ELL in accordance with its role as a WAMITAB assessment centre and training provider [legitimate interest basis].
- b) I also consent for this information to be shared with relevant third parties, as detailed in Section 3 of this Fair Processing Notice.
- c) I also consent for ELL to retain my records beyond the 3 year time period in order for them to be able to notify me of qualification renewals, refresher arrangements and other relevant learning courses and information that ELL consider may be of interest to me. I understand that I may withdraw this consent at any time in writing/email.
- d) I also consent for ELL to provide details of my qualification progress and achievement to an authorised officer of a UK Environmental Regulator. The request must be in writing/email. I understand that I may withdraw this consent at any time in writing/email.
- e) I also consent for ELL to provide details of my qualification progress and achievement to representatives from my Employer. The request may be made verbally, or in writing/email and will be subject to confirmation of the identity of the requestor. I understand that I may withdraw this consent at any time in writing/email.

Signature: _____

Date: _____

Name: _____

If you have any questions relating to the handling of your personal information, then please contact the Data Controller from ELL.